



Job Description

Position Title	Director, Student Life
Department	Office of Student Life
Reporting To	Vice President Institutional Effectiveness and Dean Student Affairs
Type of Position	Full Time

POSITION DESCRIPTION

Director of Student Life will design and implement engaging co-curricular, non-credit programs and activities focused on building leadership capacity and a vibrant, inclusive student body.

The incumbent is expected to provide strong educational, social, and leadership development oriented co-curricular programs and activities to enhance student learning at Habib University via the principles of the Yohsin philosophy - striving for Excellence; appreciating Beauty; nurturing Passion; Respecting others; and Serving the community around us.

He/she will serve as an advocate for students of Habib University to enhance their emotional, physical, and intellectual well-being and growth. In close collaboration with the Office of Academic Performance, the director of Student Life will work to develop a comprehensive student code of ethics and actionable guidelines for student conduct.

DUTIES AND RESPONSIBILITIES

The major responsibilities of the role revolve around core areas of supervising and developing Student events, clubs and associations, Student Council and Student Conduct (non-academic).

- ✓ Student Life Programs
 - Develop, coordinate, and assess a comprehensive student activities program of educational, recreational, social, and cultural programs which appeal to a diverse audience at the college and in the community.
 - Lead collaborative strategic and tactical planning efforts that result in student life initiatives that support the university vision, mission, and strategic goals. Provide leadership in the development of programs focused on advancing rhetoric, drama, and music.
 - Keep students and staff informed about all programs and activities through campus-wide promotion and publication.
- ✓ Student Clubs, Organizations, Events/ Activities
 - Establishing and evaluating programs, policies, procedures, and guidelines for events, operations, and customer service, and strive for continual improvements in operation and services.
 - Supporting the development and maintenance of student-driven clubs and organizations. Inclusive of direct facilitation and management of all co-curricular student activity programs and events; and continuous assessment of programs for viability, effectiveness and meaningful learning.
 - Manages facility concerns including utilization of several student-oriented campus spaces.
- ✓ Residence Life Program for a Commuter Campus
 - Effectively designs and manages a strong Residence Life program developing a co-curricular, living/learning community in the off campus residences. Responsible for administrative management of the female and male residences.
- ✓ Student Council
 - Recruit and provide leadership for a diverse Student Council. Design and implement leadership development programs/classes to assist student leaders in gaining the knowledge, skills, and abilities necessary to perform leadership functions.

<ul style="list-style-type: none"> ✓ Student Discipline <ul style="list-style-type: none"> ○ Assist with campus student discipline issues. Refer students who are having difficulty with academic, personal, or financial issues to Office of Academic Performance. ✓ Implementing co-curricular leadership and promoting student and organization excellence and best practices grounded in student development theory. ✓ Interacting and engaging with parents and university administrators and faculty. ✓ Working collaboratively with the Office of Career Services, Office of Academic Performance, the Library, and two schools, AHSS and SSE to promote student learning through joint programming and student development. ✓ Maintaining a visible presence on campus and serving as a role model to students. Inclusive of developing a strong relationship with students and student bodies. ✓ Educates the campus community about diversity and multiculturalism through various events. ✓ Oversee the day-to-day operations of the department including hiring, training, evaluating, and supervising full and part-time staff, graduate assistants, and custodial staff. ✓ Prepares, administers, and manages the operating budget and expenditures related to the department and performs analysis and reporting to support decision-making.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> ✓ Highest/Final Degree in student affairs or related field
Required Experience	<ul style="list-style-type: none"> ✓ Five years work-related experience ✓ Demonstrated experience managing large scale co-curricular events and program planning is required. ✓ A demonstrated record of successful administrative leadership and experience managing and supervising professional and support staff ✓ Experience with data reporting and analysis for budgetary management and decision making ✓ Broad knowledge of student activities area, including student rights, student government and organization, and school policies and state laws affecting students. ✓ Knowledge of general accounting practices and program planning techniques. ✓ Outstanding leadership and communication skills; able to properly handle a full range of interpersonal interactions with diverse populations of students, parents, and others. ✓ Must be able to work a flexible schedule, which may include evenings and weekends.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Networking, Communication and Interpersonal Skills	High
2.	Problem anticipation and Conflict reconciliation	High
3.	Organization Skills	High
4.	Stress Management and Troubleshooting	Medium